

<b>Position Requirements Document Cover Sheet</b>		<b>Position Number: 14108</b>																																																																																																	
<b>Classification:</b> Contract Specialist (Procurement Analysis), YA-1102-03 <b>Local Title:</b> <b>Employing Office Location:</b> Orlando, FL <b>Duty Station:</b> Orlando, FL																																																																																																			
<b>Org Info:</b> Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT) 1 <sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI) 2 <sup>nd</sup> Div: Acquisition Center 3 <sup>rd</sup> Div: 4 <sup>th</sup> Div:																																																																																																			
<b>Supervisor's Certification:</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. <b>Immediate Supervisor:</b> Melissa A. Cossentino  <b>Title:</b> Associate Director for Policy & Systems  <b>Signature:</b> _____ <b>//S//</b> <b>Date:</b> _____ <b>8/31/07</b>  <b>Higher Supervisor or Manager:</b> Kim D. Denver  <b>Title:</b> Principal Assistant Responsible for Contracting  <b>Signature:</b> _____ <b>//S//</b> <b>Date:</b> _____ <b>4 Sep 07</b>																																																																																																			
<b>Classification/Job Grading Certification:</b> I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.  <b>Classification Official:</b> James T. Blake  <b>Title:</b> Program Executive Officer  <b>Signature:</b> _____ <b>//S//</b> <b>Date:</b> _____ <b>10/3/07</b>																																																																																																			
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## **Position Requirements Document**

### **I. Organization information:**

Position is located in the Policy and Systems Division of the Acquisition Center of the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

### **II. Position information:**

Contract Specialist (Procurement Analysis), YA-1102-03

### **III. Duties:**

1. Serves as a senior procurement analyst on the PEO STRI staff. Serves as a Subject Matter Expert for the PEO STRI Principal Assistant Responsible for Contracting (PARC) on source selections conducted by the Acquisition Center. As a senior procurement analyst, will provide guidance, oversight, and training to source selection teams on the development of source selection evaluation criteria, standards, and processes used on competitive acquisitions. Position will serve as a technical expert on the composition of competitive requests for proposals (RFPs) and will capture, monitor, and analyze source selection metrics to assess improvements in source selections conducted.

2. As a senior procurement analyst, works issues in the following areas: Acquisition Plans and Strategies; Justification and Approvals for Other Than Full and Open Competition; the Economy Act and Offloading; task and delivery order Multiple Award Contracts (MACS) and Government-wide Acquisition Contracts (GWACs); Small Business Policy; and End Use Certificates. Provides guidance on non-FAR-based instruments, waivers and deviations. In addition, works issues involving Army PARCs and other Army field organizations, as well as special projects as identified.

3. Develops, establishes, coordinates, revises, oversees and directs contract compliance and business development program for PEO STRI. Provides acquisition policy and organizational/business guidance in the day-to-day operation of PEO STRI PARC office.

4. Advises on and recommends resolution of highly complex problems and controversial issues at the highest level of PEO STRI and is the PARC's Action Officer on all PEO STRI related matters. Directs both long-range and day-to-day operations related to PEO STRI customer interface and business operations planning.

5. Plans appropriate strategies, program objectives, technical terminology, and commercial and industry business practices utilizing knowledge of Federal, departmental, agency, and local

contract laws, regulations, and procedures, various types of contracts, methods of contracting, and selection factors.

6. Duties may include: conducting source selection training, oversight to source selection teams on the development of source selection criteria, standards and processes to be used, responsibility for management control of procurement for the acquisition of assigned major systems programs and participating in developing policies and procedures, staff assistance, guidance and operating procedures.

Performs other duties as assigned.

### **Critical Acquisition Position**

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment.

### **IV. Factors:**

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex projects/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish

new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting programs/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures

organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication

Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level management. Prepares, reviews, and approves major reports or policies for the organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management

Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

### **Security Clearance and Travel Requirements**

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

### **Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes.**

Knowledge of Federal, Department of Defense, and Army contract and procurement principles, regulations and rules.

Knowledge of negotiation techniques.

Knowledge of related disciplines and functions involved in the acquisition process, such as design/systems engineering, integrated logistics support, reliability and maintainability, and financial management and their interrelationships with the contracting specialization.

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the programs and the organizations studied or served, and related customers, functions, resources, and users.

Ability to communicate orally and in writing.

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere.

Ability to develop, prepare, coordinate, staff, and implement policies, procedures, programs, and directives.

Knowledge of Government and agency-specific guidelines and business practices, including statutes, regulations, policies and procedures that cover different contract types.

Knowledge of business practices and market conditions applicable to acquisition requirements.

Knowledge of assigned contracting and procurement specializations, and applicable contract types.

Ability to lead change by developing innovative acquisition techniques, policies, and procedures based on thorough analysis of acquisition laws and regulations.